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Doc *Canada. Civil Service Commission*

GOVERNMENT OF CANADA

Civil Service Examinations

SPECIMEN QUESTIONS

and

GENERAL INFORMATION



JANUARY, 1958

Civil Service Commission of Canada

Price: 25 cents

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Introduction

This booklet is designed to acquaint the prospective applicant for civil service employment with written examinations. It contains some general information about written examinations and examples of those which are used for a number of classes of civil service positions.

Written examinations for civil service appointments are designed to evaluate candidates' knowledge and aptitude in a number of areas. The examples which are provided illustrate some types of questions which have been used. For example, the examination for Clerks may include questions involving checking, error detection, arithmetic, spelling, grammar and reading comprehension. Changes in examinations can be expected from time to time. Some types of questions may be deleted and others added. Obviously, the questions used in this booklet will not be used in future examinations. Nothing is to be gained, therefore, by memorizing the answers to these examples. They are useful only inasmuch as they illustrate the general pattern of such tests, and so, may help the candidate to meet an actual examination with greater confidence.

The answers are not given to the questions in this booklet. If you do not know the answer to a question, you might discuss it with someone who has a knowledge of the subject. However, you are requested not to enter into correspondence with the Civil Service Commission regarding the answers to any of these questions.



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Examination Centres

Canada-wide competitive examinations are usually held at all centres listed below. Other examination centres may be arranged whenever the number of candidates is sufficient to justify that action.

BRITISH COLUMBIA: Nanaimo, Nelson, Prince Rupert, Vancouver, Victoria.

ALBERTA: Calgary, Edmonton, Lethbridge.

SASKATCHEWAN: Moose Jaw, North Battleford, Prince Albert, Regina, Saskatoon.

MANITOBA: Brandon, Winnipeg.

ONTARIO: Brantford, Guelph, Hamilton, Kingston, Kitchener, London, North Bay, Ottawa, Peterborough, Port Arthur, Sarnia, Sault Ste. Marie, Sudbury, Toronto, Windsor, Woodstock.

QUEBEC: Chicoutimi, Montreal, Quebec, Rimouski, Riviere du Loup, Sherbrooke, Sorel, Three Rivers.

NEW BRUNSWICK: Chatham, Fredericton, Moncton, Saint John,

NOVA SCOTIA: Antigonish, Bridgewater, Halifax, Kentville, Sydney, Truro, Wolfville, Yarmouth.

PRINCE EDWARD ISLAND: Charlottetown, Summerside.

NEWFOUNDLAND: Corner Brook, Gander, Grand Falls, St. John's.

The Right Attitude

There is nothing extraordinary or mysterious about written tests for entrance into the public service. Anyone who has ever sat for a written examination, in school or elsewhere, will have been in much the same situation as the candidate in a civil service competition. Any examination should always be approached calmly and with assurance. In a state of anxiety or nervousness no one gives his best performance. Confidence breeds success.

Take Your Own Measure

There is no formal way to prepare for a civil service examination. In the general sense, preparation for employment in the public service, or, indeed, for employment anywhere, is the sum of the schooling, vocational training and employment experience the candidate has acquired. Obviously, when special skills are involved as, for instance, in the case of stenographers, regular practice will most likely result in a higher standing in that part of the examination where proficiency in these skills is tested. Generally speaking, however, one cannot "study up" for a civil service examination. For the great majority of classes of positions in the public service the capacities and abilities of applicants are not measured by a written test alone. The school record and background of experience of the candidate are of equal and sometimes of greater importance. For many of the classes an interview may follow the written examination.

How to Keep Informed

Persons wanting to apply for employment in the public service should be on the watch for announcements of competitive examinations. Descriptive posters of current competitions are displayed on public notice boards in main Post Offices, offices of the National Employment Service and Civil Service Commission offices. Frequently, advertisements are placed in daily newspapers and periodicals. A period of about three weeks is usually allowed from the date of the announcement of a competition during which applications may be filed.

How to Apply

While Canada-wide competitive examinations are usually arranged and conducted by the head office of the Civil Service Commission in Ottawa, District Offices of the Commission administer local competitions for many of the appointments in the provinces served by those offices. District Offices are located in St. John's, Nfld., Halifax, Moncton, Saint John, N.B., Quebec, Montreal, Toronto, London, Winnipeg, Saskatoon, Regina, Edmonton, Calgary, Vancouver, and Victoria. A person applying for a position should read carefully the descriptive poster to determine which office of the Commission is conducting the competition in which he is applying. Applications incorrectly addressed cause inconvenience to all concerned.

To enter any competitive examination a candidate should fill out the official **APPLICATION FORM**. Generally speaking, for the professional classes the official **APPLICATION FORM C.S.C. 36** is used; and applicants for other positions use the **FORM C.S.C. 69**. Copies of these application forms may be obtained at post offices in cities and large towns, offices of the National Employment Service, or from the head office or any district office of the Civil Service Commission. Application forms should be filled out carefully and completely. Applicants are cautioned to quote correctly the position title and the competition number as given in the announcement of each competitive examination.

An acknowledgement is sent by the Commission to the applicant for each application received.

What Happens Next

When arrangements have been completed for holding the examination, the candidates are further advised, by mail, of the place and the time, and are sent a form called an "admission order". The candidate must present this admission order to the supervisor on entering the examination room.

An effort is made to hold examinations at or near the place of residence of the applicant. However, an applicant who is required to travel some distance to and from the place of examination, must ordinarily pay his own expenses.

Scoring Examinations

Special answer sheets are used for most of these examinations. These answer sheets are scored by an electrical machine. For this reason it is most important that candidates follow directions carefully and use the special pencils provided with the answer sheet. These pencils are specially designed to make the electrical scoring possible. The scoring machine finds the total number of correct answers which have been given.

Learning About the Results

When a competition has been completed, written notices are sent to all candidates—both successful and unsuccessful—informing them of their results. In the case of the successful candidate the notice states that his name has been placed on an "Eligible List". This is not to be taken as an offer of employment.

The "Eligible List"

Each competitive examination results in the setting up of what is known as an "Eligible List". This is simply an official record of the names of all the successful candidates arranged in order of their standing in the examination. Eligible Lists are usually valid for one year and are occasionally extended for a longer period. Appointments are made in order of rank. In the case of certain classes of positions, the appropriate field of specialized training or experience is taken into account. It is rarely possible to forecast how many appointments will be made as a result of any competitive examination, since the number depends on future staff requirements of the department, or departments, in which that class of position is used. Generally, as long as there are qualified persons available for appointment, no new competition is necessary. Successive competitive examinations for the same class of position, therefore, do not follow one another at regular intervals, but a new competition is announced when the Eligible List resulting from the previous competition is nearly exhausted. For certain of the larger classes examinations may be held frequently.

Using the Special Answer Sheet

For convenience and speed in scoring examinations a special form of answer sheet is used in most written examinations. A section of this kind of answer sheet is shown below. The large figures at the left on the answer sheet are the numbers of the questions. To the right of each number are five upright pairs of lines: each pair of upright lines is numbered with the small figures 1 to 5. On the question sheet five answers are given after each question, and the candidate is required to select the one which he considers to be the best answer for the question. He then records his choice by making a heavy black pencil mark between the pair of upright lines having the corresponding number. A special pencil is provided for this purpose.

The following sample exercises illustrate the manner in which answers are recorded on this kind of answer sheet:

QUESTION SHEET

1. The sum of 5 and 4 is
(1) 6 (2) 7 (3) 8 (4) 9
(5) 10

Since 5 plus 4 equals 9, the correct choice is (4)

Therefore, opposite row 1 (because this is question 1), (4) is blackened.

2. OTTAWA is the capital of
(1) U.S.A. (2) England
(3) Canada (4) France
(5) Germany

(3) is the correct choice.

Therefore opposite row 2 (because this is question 2), (3) is blackened.

3. *Difficult* is most nearly the opposite of
(1) soft (2) hard (3) nice
(4) new (5) easy.
(5) is the correct choice.

Therefore opposite row 3 (because this is question 3), (5) is blackened.

ANSWER SHEET

1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5

Some Positions for Which A Written Examination is Given

The following list of positions includes many of those for which a written examination may be held. Posters for competitions usually state if a written examination will be used.

Topics which may be included in the examinations are listed for each position and a reference is made to the page of the booklet on which sample questions may be found. The level of difficulty of the questions used in examinations for different positions depends upon what the person in a position is expected to be able to do.

CLASS OF POSITION	PAGE
	CONTENTS OF EXAMINATION NUMBER
CLERICAL ASSISTANTS.....	Arithmetic..... 11 Number checking..... 12 Name filing..... 18 Date filing..... 18
CLERKS.....	Arithmetic..... 11 Number series..... 12 Vocabulary..... 13 Spelling..... 14 Verbal analogies..... 15 Grammar..... 15 Reading comprehension..... 16 Checking names and addresses..... 19 General knowledge..... 21 Business information..... 21
STENOGRAPHERS AND TYPISTS.....	Checking..... 19 Vocabulary..... 13 Spelling..... 14 Grammar..... 15 Reading comprehension..... 16 Filing..... 18 Business information..... 21 Typewriting..... 25 Shorthand—Stenographers only..... 25
OFFICE EQUIPMENT OPERATORS, TELETYPEPISTS.....	Arithmetic..... 11 Number checking..... 12 Number reversals..... 13 Vocabulary..... 13 Checking names and addresses..... 19 Name checking..... 19 Coding..... 19 Spatial perception..... 23 Diagram analogies..... 24
POSTAL CLERKS.....	Arithmetic..... 11 Vocabulary..... 13 Grammar..... 15 Reading comprehension..... 16 Checking names and addresses..... 19 Geography..... 22 Sortation..... 26
LETTER CARRIERS.....	Arithmetic..... 11 Number series..... 12 Reading comprehension..... 16 Name filing..... 18 Number filing..... 18 Checking names and addresses..... 19

ASSISTANT TECHNICIANS, MAP COMPILERS AND COMPUTERS,	
STUDENT DRAFTSMEN.....	Arithmetic..... 11 Vocabulary..... 13 Same—Opposites..... 14 Filing names..... 18 Use of tables..... 20 General knowledge..... 21 Diagram analogies..... 24
CUSTOMS EXCISE OFFICERS,	
IMMIGRATION OFFICERS.....	Arithmetic..... 11 Number series..... 12 Vocabulary..... 13 Verbal analogies..... 15 Grammar..... 15 Reading comprehension..... 16 Use of tables..... 20 General knowledge..... 21 Business information..... 21 Geography..... 22
EMPLOYMENT AND CLAIMS OFFICERS.....	Arithmetic..... 11 Vocabulary..... 13 Grammar..... 15 Reading comprehension..... 16 Coding..... 19 Use of tables..... 20 General knowledge..... 21
SECURITY GUARDS.....	Arithmetic..... 11 Number checking..... 12 Number series..... 12 Vocabulary..... 13 Reading comprehension..... 16 Checking names and addresses..... 19 Diagram analogies..... 24
CLEANERS AND HELPERS, PACKERS AND HELPERS, MAIL HANDLERS, CANALMEN.....	A non-verbal or picture examination may be used for these classes..... 27
ASSISTANT PROOFREADERS.....	Vocabulary..... 13 Spelling..... 14 Grammar..... 15
VARIOUS CAREERS FOR UNIVERSITY GRADUATES	
Objective written examinations of the type outlined here may be used for such classes as:	
<i>Junior Administrative Officers</i>	
<i>Economists</i>	
<i>Statisticians</i>	
<i>Personnel Officers</i>	
<i>Finance Officers</i>	
<i>Trade and Commerce Officers</i>	
<i>Foreign Service Officers (External</i>	
<i>Affairs, Trade and Commerce, and</i>	
<i>Citizenship and Immigration).....</i>	Arithmetic..... 11 Number series..... 12 Vocabulary..... 13 Same—Opposites..... 14 Completion..... 14 Verbal analogies..... 15 Reading comprehension..... 16 Use of tables..... 20 General knowledge..... 21 Diagram analogies..... 24

Sample Questions

ARITHMETIC (BASIC OPERATIONS)

1. The sum of: 26, 39, 18, 17, 14 is
(1) 114 (2) 94 (3) 91 (4) 84 (5) none of these
2. The sum of: 197, 213, 67, 186, 117 is
(1) 670 (2) 779 (3) 880 (4) 780 (5) none of these
3. 479 subtracted from 798 leaves a remainder of
(1) 319 (2) 329 (3) 218 (4) 229 (5) none of these
4. 147 multiplied by 37 is
(1) 7149 (2) 7029 (3) 6439 (4) 5439 (5) none of these
5. 165 divided by 9 is
(1) 18\frac{1}{3} (2) 17\frac{2}{9} (3) 16\frac{5}{9} (4) 15\frac{4}{9} (5) none of these
6. $12\frac{1}{2}\%$ of 144 is
(1) 12 (2) 18 (3) 28 (4) 32 (5) none of these
7. $\frac{1}{4} + \frac{1}{2} + \frac{1}{3}$ equals
(1) $\frac{3}{9}$ (2) $\frac{4}{12}$ (3) $1\frac{1}{3}$ (4) $1\frac{1}{12}$ (5) none of these
8. 15 is what per cent of 180?
(1) $8\frac{1}{3}$ (2) 12 (3) 27 (4) $8\frac{7}{9}$ (5) none of these
9. $\frac{7}{10}$ of 50 is
(1) 45 (2) 35 (3) 49 (4) 37 (5) none of these
10. $\frac{3}{5}$ of 17 + $\frac{1}{7}$ of 18 =
(1) $12\frac{2}{3}\frac{7}{5}$ (2) $18\frac{7}{12}$ (3) $12\frac{7}{12}$ (4) $18\frac{1}{7}$ (5) none of these

ARITHMETIC (PROBLEMS)

1. If two pencils cost 15 cents, what would 12 pencils cost at the same rate?
(1) 60c (2) 90c (3) \$1.20 (4) \$1.80 (5) none of these
2. A clerk sorts 250 cards in 1 hour and 40 minutes. How many should she sort in $2\frac{1}{2}$ hours at the same rate?
(1) 350 (2) 375 (3) 400 (4) 425 (5) none of these
3. A clerk can add 9 columns of figures per hour by hand and 22 columns per hour by machine. How many hours will it take to add 100 columns if he does 45% of the work by hand?
(1) $2\frac{1}{2}$ (2) 7 (3) $7\frac{1}{2}$ (4) 5 (5) none of these
4. If 15 clerks can sort 600 pieces of mail in a certain period of time, how many pieces of mail could 18 clerks sort in the same period, working at the same rate of speed?
(1) 500 (2) 620 (3) 720 (4) 16,200 (5) none of these
5. A clerk sold 200 two-cent stamps, one-half as many five-cent stamps as two-cent stamps and one-quarter as many ten-cent stamps as two-cent stamps. What was the total value of these sales?
(1) \$10 (2) \$17 (3) \$12 (4) \$14 (5) none of these

6. What is the total value of 200 four-cent stamps, 32 eight-cent stamps, 160 three-cent stamps and 35 one-cent stamps?
 (1) \$15.71 (2) \$14.61 (3) \$4.27 (4) \$14.27 (5) none of these
7. In a post office 3690 letters are sorted in 4 hours. At this rate, how many letters will be sorted in 8 minutes?
 (1) 123 (2) 7,380 (3) 120 (4) 246 (5) none of these
8. Bill can fill a box with coal in 10 minutes. George takes only 5 minutes to fill the same box with coal. How long will it take them to fill the box if they work together?
 (1) 7 minutes (2) 5 minutes (3) $3\frac{1}{3}$ minutes (4) $7\frac{1}{2}$ minutes
 (5) $3\frac{1}{2}$ minutes
9. The number of blocks of wood $3'' \times 6'' \times 4''$ required to make a pile of blocks containing exactly 6 cubic feet of wood is
 (1) 72 (2) 144 (3) 96 (4) 108 (5) 432
10. A car travels 2 miles in 100 seconds. The number of miles it will go in one hour at this rate is
 (1) 70 (2) 72 (3) 63 (4) 55 (5) 50

NUMBER CHECKING

Each question consists of a group of five numbers. For each question select the number which is *different from* the other four in the question.

1. (1) 269 (2) 269 (3) 296 (4) 269 (5) 269
2. (1) 23152 (2) 32152 (3) 23152 (4) 23152 (5) 23152
3. (1) 517896 (2) 517896 (3) 517896 (4) 517986 (5) 517896
4. (1) 1823457 (2) 1823457 (3) 1823457 (4) 1823457 (5) 1832457
5. (1) 7214712 (2) 7214712 (3) 7214721 (4) 7214712 (5) 7214712

NUMBER SERIES

In each of the following questions, a series of numbers is given. The numbers in a series are related to one another in some special way. After studying the series in a question, decide which *one* of the answers gives the number which would come next in the series.

1. 3, 6, 9, 12, 15,
 (1) 13 (2) 20 (3) 17 (4) 18 (5) 19
2. 4, 12, 36, 108,
 (1) 324 (2) 144 (3) 216 (4) 432 (5) 160
3. 15, 16, 14, 15, 13, 14, 12,
 (1) 15 (2) 14 (3) 13 (4) 10 (5) 11
4. 2, 1, 4, 3, 6,
 (1) 5 (2) 1 (3) 12 (4) 7 (5) 4
5. 6, 12, 14, 28, 30,
 (1) 50 (2) 60 (3) 48 (4) 54 (5) 72

NUMBER REVERSALS

1. 186 reversed is which one of the following?
(1) 168 (2) 861 (3) 186 (4) 816 (5) none of these
2. 925 reversed is which one of the following?
(1) 952 (2) 529 (3) 295 (4) 259 (5) none of these
3. 7123 reversed is which one of the following?
(1) 3271 (2) 3721 (3) 3217 (4) 7312 (5) none of these
4. 1176 reversed is which one of the following?
(1) 1176 (2) 1167 (3) 6711 (4) 7611 (5) none of these
5. 6729 reversed is which one of the following?
(1) 6279 (2) 6927 (3) 9726 (4) 9276 (5) none of these

VOCABULARY

1. *Liability* is *nearest* in meaning to
(1) asset (2) promise (3) debt (4) responsibility
(5) bond
2. *Undue* is *nearest* in meaning to
(1) careless (2) vigorous (3) cautious (4) paid
(5) excessive
3. *Indemnity* is *nearest* in meaning to
(1) censure (2) compensation (3) indication (4) loss
(5) accusation
4. *Enquiry* is most nearly the *opposite* of
(1) demand (2) research (3) interrogation (4) inquest
(5) reply
5. *Retain* is most nearly the *opposite* of
(1) discard (2) detain (3) keep (4) repeat
(5) report
6. *Conform* is *nearest* in meaning to
(1) agree (2) speak (3) dispute (4) delay
(5) disagree
7. *Fluctuate* is *nearest* in meaning to
(1) balance (2) rise (3) fall (4) plot
(5) vary
8. *Forgive* is most nearly the *opposite* of
(1) condone (2) hate (3) impugn (4) condemn
(5) alienate
9. *Contract* is most nearly the *opposite* of
(1) join (2) expand (3) compress (4) dominate
(5) depress

10. *Default* is *nearest* in meaning to
(1) prudence (2) negligence (3) defeat (4) falsify
(5) defence

SAME—OPPOSITES

For each of the following questions, find the word which means the *same* as or the *opposite* of the word in italics at the beginning of each question.

1. *Sad*
(1) gay (2) free (3) cheap (4) tired
(5) hurt
2. *Arrogant*
(1) silly (2) overbearing (3) sly (4) troubled
(5) chilled
3. *Secular*
(1) hard (2) oily (3) docile (4) spiritual
(5) haughty
4. *Consistent*
(1) corpulent (2) manageable (3) trite (4) fixed
(5) affluent
5. *Rapacious*
(1) ravenous (2) silly (3) euphoric (4) diffident
(5) angry

COMPLETION

For each of the following questions think of the word that fits the definition. Find the first letter of that word among the answers which are provided.

1. A cutting tool for felling trees
(1) H (2) G (3) A (4) M (5) P
2. A narrow road
(1) L (2) H (3) R (4) W (5) A
3. A mixture of metals
(1) B (2) A (3) Q (4) I (5) O
4. A storage place for water
(1) G (2) L (3) R (4) C (5) O
5. An instrument for measuring atmospheric pressure
(1) P (2) W (3) D (4) O (5) B

SPELLING

1. Select the word which is incorrectly spelled.
(1) correlate (2) analysis (3) absence
(4) business (5) correspondance

2. Select the word which is incorrectly spelled.

(1) sincerely (2) acknowledge (3) recommend
(4) mortgage (5) already

3. Select the word which is incorrectly spelled.

(1) atmosphere (2) finance (3) organization
(4) calandar (5) address

4. The correct spelling is

(1) curiculum (2) curriculum (3) curicullum
(4) curricullum (5) curricclum

5. The correct spelling is

(1) accumalate (2) acumulat (3) accumulate
(4) acumulate (5) accummulate

VERBAL ANALOGIES

1. Shoe is to foot as hat is to
(1) brim (2) head (3) straw (4) felt (5) arm
 2. Eat is to fat as starve is to
(1) thin (2) food (3) bread (4) thirsty (5) body
 3. Granary is to wheat as library is to
(1) desk (2) books (3) paper (4) librarian (5) read
 4. Ice is to cold as fire is to
(1) red (2) smoky (3) hot (4) melting (5) flame
 5. Shoe is to leather as highway is to
(1) passage (2) road (3) trail (4) journey (5) asphalt

GRAMMAR

In each of the following questions, select the sentence which is most acceptable grammatically.

1.
 - (1) The number of applicants are large.
 - (2) The number of applicant are large.
 - (3) The numbers of applicants is large.
 - (4) The number of applicants is large.
 - (5) The numbers of applicant is large.
 2.
 - (1) I told the dog to lie down on the bed.
 - (2) I told the dog to lay down on the bed.
 - (3) I told the dog to lie himself down on the bed.
 - (4) I told the dog to lay himself down on the bed.
 - (5) I told the dog to lay itself down on the bed.

3. (1) Inside this letter I am putting a report which tells about a complaint which just came to me from the Registration Section.
(2) The report enclosed which describes a complaint which I have just received from the Registration Section.
(3) The enclosed report brings to your attention a complaint received recently from the Registration Section.
(4) Enclosing a report, a recent complaint from the Registration Section is brought to your attention.
(5) A complaint has been received recently from the Registration Section a report of it is enclosed.
4. (1) Descending the hill the building appears on your left.
(2) As you descend the hill, the building appears on your left.
(3) The building appearing on your left as you descend the hill.
(4) As one descends the hill, the building appears on your left.
(5) On descending the hill, the building appears on your left.
5. Which one of the following sentences is punctuated correctly?
(1) He asked, "Who is the supervisor in this office?"
(2) He asked who is the supervisor in this office?
(3) He asked; "who is the supervisor in this office?"
(4) He asked, "who is the supervisor in this office?"
(5) He asked, "Who is the supervisor in this office."

READING COMPREHENSION

1. "The trend now is for more men to wear blue clothes. Last season this trend was not apparent. At that time the popular colour for clothes was in the brown range, with darker shades being slightly more popular than others. This is a direct result of the decision on the part of the clothing manufacturers to wait until this year to promote a wide range of changes in clothing styles and colours."

According to the above quotation, which one of the following statements do we know to be true?

- (1) The great majority of men now wear blue clothes.
(2) The trend in popular colours for clothes develops over a period of years.
(3) Men generally resist the efforts of stores to sell blue clothes.
(4) Manufacturers waited until this year to promote the sale of blue clothes.
(5) The colours of clothes cannot be changed unless style has changed.
2. "The essence of good citizenship is patriotism, that is, loyalty to and a deep abiding love of one's country. Patriotism brings to a focus the finer individual qualities that work towards the best interests of the nation; it therefore makes for continuous improvement in the conditions under which the people live, and brings about the cohesion of all elements into a hard core of resistance when outside forces threaten the nation's existence. Better citizenship is, in this sense, the precipitate of better human relations—a livelier sense of responsibility to our neighbours."

According to the above quotation, which one of the following statements do we know to be true?

- (1) Patriotism stresses the best interests of the nation at the sacrifice of the best interests of the individual.
- (2) Good citizenship can exist only where patriotism exists.
- (3) Where there is a hard core of resistance within a nation, outside forces will threaten the nation's existence.
- (4) Good citizenship is more important than good human relations.
- (5) None of the above four statements is true.

3. "Postal scales, when engraved and stamped as such and of a capacity not exceeding four pounds, and not used for trade purposes, may be sold without inspection under such regulations as the Department of Trade and Commerce prescribes."

According to the above quotation, which one of the following statements do we know to be true?

- (1) Postal scales not exceeding four pounds capacity and not used for trade purposes must be inspected when sold.
- (2) Unstamped postal scales may be sold if not used for trade purposes.
- (3) Properly marked postal scales with a capacity of two pounds and not used for trade purposes may be sold without inspection, subject to regulations.
- (4) A person using unstamped postal scales may be prosecuted.
- (5) Engraved and stamped postal scales usually exceed a capacity of four pounds.

4. "The tourist trade was of more benefit to the Canadian economy in 1948 than it was in the previous year because of the larger net receipts from United States tourists. In both years United States travellers entered Canada in record-breaking volume, but official restrictions passed by the Government in November, 1947, as part of its dollar conservation program, reduced the number of Canadian visits to the United States in 1948 and had a moderating effect on Canadian expenditures in that country."

According to the above quotation, which one of the following statements do we know to be true?

- (1) In 1948 more United States money was spent in Canada than in 1947.
- (2) The benefit of tourist trade to the Canadian economy increases as the number of United States travellers to Canada increases.
- (3) In 1948 United States expenditure in Canada was restricted.
- (4) Canadian economy is benefitted when the amount of United States money spent in Canada is greater than the amount of Canadian money spent in the United States.
- (5) None of the above four statements is true.

5. "In 1947 the great rise in expenditure by Canada in the United States was affected by unprecedeted demands, improving supplies of commodities in the United States at a time when supplies elsewhere were subnormal, and by the increase in the level of prices in that

country. At the same time Canadian exports of many staple commodities in the United States were prevented from rising by available productive capacity in Canada which was fully utilized."

According to the above quotation, which one of the following statements do we know to be true?

- (1) In 1947 there was an increase in the supply of commodities throughout the world.
- (2) In 1947 prices of commodities in the United States showed a drop.
- (3) In 1947 Canada did not export to the United States.
- (4) A great rise in Canadian expenditures in the United States resulted in unprecedented demands for United States goods.
- (5) None of the above four statements is true.

FILING (NAMES)

For each question, select the name which would be third if the five names in the group were arranged alphabetically.

- | | | | | |
|-------------|-------------|--------------|---------------|----------------|
| 1. (1) Robb | 2. (1) Macy | 3. (1) Abbot | 4. (1) Thiele | 5. (1) Jardine |
| (2) Jones | (2) Norton | (2) Addam | (2) Tompson | (2) Acker |
| (3) Decke | (3) Phelan | (3) Abbey | (3) Thomas | (3) Caldwell |
| (4) Topp | (4) King | (4) Alcock | (4) Thompson | (4) Zwicker |
| (5) Sevigny | (5) Orton | (5) Albert | (5) Thomson | (5) Matheson |

FILING (DATES)

Each of the following questions consists of five dates. For each question select the *third most recent* of the five dates.

- | | | | | |
|----------------------|--------------------|------------------------|-------------------|----------|
| 1. (1) 1922 | (2) 1927 | (3) 1917 | (4) 1931 | (5) 1907 |
| 2. (1) 1947 | (2) 1950 | (3) 1951 | (4) 1948 | (5) 1952 |
| 3. (1) April 1902 | (2) August 1902 | | (3) November 1901 | |
| | (4) September 1907 | (5) January 1901 | | |
| 4. (1) June 1958 | (2) April 1957 | | (3) January 1953 | |
| | (4) August 1956 | (5) January 1956 | | |
| 5. (1) June 20, 1911 | (2) June 18, 1910 | | (3) June 27, 1911 | |
| | (4) July 31, 1911 | (5) September 11, 1911 | | |

FILING (NUMBERS)

For each question, select the number which would be *third* if the five numbers were arranged in numerical order.

- | | | | | |
|-------------|---------------|--------------|---------------|--------------|
| 1. (1) 7187 | 2. (1) 911725 | 3. (1) 21919 | 4. (1) 676783 | 5. (1) 00132 |
| (2) 7871 | (2) 911867 | (2) 22919 | (2) 676787 | (2) 00176 |
| (3) 6767 | (3) 927271 | (3) 21861 | (3) 677671 | (3) 00867 |
| (4) 6986 | (4) 899898 | (4) 21723 | (4) 677761 | (4) 00086 |
| (5) 8203 | (5) 907082 | (5) 22121 | (5) 676192 | (5) 00174 |

CHECKING NAMES AND ADDRESSES

For each question find the total number of errors made in the copy of the original address. Each individual error must be counted. Thus if an 87 in the original is written 78 in the copy, two errors have been made.

ORIGINAL	COPY
1. Mrs. J. Shroeder, 43216 Richmond Road.	Mrs. T. Shroeder, 43316 Richmond Road.
2. Raymond G. Schaeaf, 2991 Breezehill Ave.	Raymond G. Schéaf, 2911 Breeeshill Ave.
3. LaFleur and Aubin, No. 4980, Rideau Apts.	LaFluer and Aubin, No. 4908, Rideau Apts.
4. John B. Shortclif, 173 King Street.	John B. Shorcliv, 173 King Street.
5. Malcolm Brown, Maple Apts., 117 Brighton Road.	Malcolm Brown, Mapel Apts., 117 Brighton Road.

NAME CHECKING

Each question consists of a group of five names. For each question select the name which is *different* from the other four in the question.

1. (1) Brown (2) Brawn (3) Brown (4) Brown (5) Brown
2. (1) Zephyr (2) Zephyr (3) Zephyr (4) Zehpyr (5) Zephyr
3. (1) Milligan (2) Milligan (3) Miligan (4) Milligan (5) Milligan
4. (1) Carriere (2) Carriere (3) Carriere (4) Carriere (5) Carrire
5. (1) Schwartz (2) Schwartz (3) Schwartx (4) Schwartz (5) Schwartz

CODING

In a code, the letters of the alphabet are represented by the numbers given directly below them.

a	b	c	d	e	f	g	h	i	j	k	l
15,	22,	1,	24,	16,	26,	3,	2,	12,	14,	40,	4,
m	n	o	p	q	r	s	t	u	v	w	x
19,	5,	11,	23,	25,	10,	17,	8,	9,	18,	13,	21,
y	z										
6,	7.										

The following questions are based on this code.

1. How would "Jones" be written?
(1) 14, 20, 5, 16, 17 (2) 14, 11, 5, 26, 17 (3) 14, 11, 5, 16, 17
(4) 17, 16, 5, 11, 14 (5) 14, 11, 5, 16
2. How would "Brunet" be written?
(1) 22, 10, 5, 16, 8 (2) 22, 10, 8, 5, 16, 8 (3) 8, 16, 5, 9, 10, 22
(4) 22, 10, 9, 19, 16, 8 (5) 22, 10, 9, 5, 16, 8

3. The code "2, 11, 26, 26, 19, 15, 5" represents the name
 (1) Hofman (2) Hoofman (3) Hoffman (4) Hoggman
 (5) Hofmman
4. The code "15, 10, 1, 2, 12, 22, 15, 4, 24" represents
 (1) Marchibal (2) Marchebal (3) Archibald
 (4) Archibold (5) Atchibald
5. How would "Parliament" be written?
 (1) 23, 15, 10, 4, 12, 15, 17, 16, 5, 8
 (2) 15, 23, 10, 4, 12, 15, 19, 16, 5, 8
 (3) 23, 15, 10, 4, 12, 15, 19, 16, 5, 8
 (4) 23, 15, 10, 4, 12, 15, 19, 16, 8, 5
 (5) 23, 15, 10, 4, 12, 15, 17, 16, 8, 5

INTERPRETATION OF TABLES

MINERAL PRODUCTION BY PROVINCES

1944-46

Province	1944		1945		1946	
	Value	P.c. of Total	Value	P.c. of Total	Value	P.c. of Total
Nova Scotia.....	33,981,977	7.0	32,220,659	6.5	35,350,271	7.0
New Brunswick.....	4,133,902	0.9	4,182,100	0.8	4,813,166	1.0
Quebec.....	90,182,553	18.5	91,518,120	18.3	92,785,148	18.4
Ontario.....	210,706,307	43.4	216,541,856	43.4	191,544,429	38.1
Manitoba.....	13,830,406	2.8	14,429,423	2.9	16,403,549	3.3
Saskatchewan.....	22,291,848	4.6	22,336,074	4.5	24,480,900	4.9
Alberta.....	51,066,662	10.5	51,753,237	10.5	60,082,513	12.0
British Columbia....	57,246,071	11.8	64,063,842	12.8	74,622,846	14.8

The following questions are based on the above table.

1. What was the value of the mineral production for the province of Alberta in 1944?
 (1) \$22,291,848 (2) \$51,753,237 (3) \$51,066,662
 (4) \$60,082,513 (5) \$57,246,071
2. In 1945, how many provinces produced less than in 1946 and more than in 1944?
 (1) 3 (2) 4 (3) 5 (4) 6 (5) 7

POWERS—ROOTS—RECIPROCALS (15-19)

n	n^2	n^3	\sqrt{n}	$\sqrt[3]{n}$	$1/n$
15	225	3,375	3.873	2.466	.0667
16	256	4,096	4.000	2.520	.0625
17	289	4,913	4.123	2.571	.0588
18	324	5,832	4.243	2.621	.0556
19	361	6,859	4.359	2.668	.0526

Use the above table to solve the following questions. From the five choices provided for each question, select the one which is correct. The information in the tables is sufficient to solve the problems without complicated computation.

1. $\sqrt{17}$ equals
(1) 3.873 (2) 4.359 (3) 4.913 (4) 2.571 (5) 4.123
2. $1/19$ equals
(1) .0556 (2) .0526 (3) .0667 (4) 2.668 (5) .0625

GENERAL KNOWLEDGE

1. Normally Canadian federal elections must be held at least every
(1) 3 years (2) 5 years (3) 6 years (4) 7 years (5) 10 years
2. Nickel is mined extensively at
(1) Arvida (2) Chalk River (3) Kirkland Lake
(4) Sudbury (5) Cobalt
3. Ad valorem duties are calculated on
(1) quantity (2) quality (3) length of time in transit
(4) date of interest (5) invoice price
4. Which one of the following is not a source of federal revenue?
(1) personal income tax (2) excise tax
(3) customs duties (4) postage
(5) automobile licences
5. Canada's youngest province is
(1) British Columbia (2) Nova Scotia (3) Newfoundland
(4) Manitoba (5) Alberta

BUSINESS INFORMATION

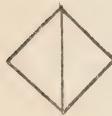
1. A notation made in a file to indicate where additional information can be found elsewhere in a file, is known as a
(1) guide card (2) cross reference (3) remittance slip
(4) registry (5) directory
2. "Manilla" refers to a kind of
(1) stamping machine (2) calculator (3) pencil
(4) ink (5) paper
3. A machine *not* used as part of office equipment is a
(1) typewriter (2) separator (3) duplicator
(4) calculator (5) recorder
4. A process which differs from the others is
(1) mimeographing (2) hectographing (3) duplicating
(4) collating (5) photostating
5. A type of paper used for official business letters is
(1) carbon (2) tissue (3) bond (4) kraft
(5) onion skin

GEOGRAPHY

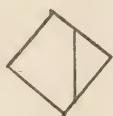
SPATIAL PERCEPTION

Select the figure which is made up of the parts given at the beginning of the question.

1.



(1)



(2)



(3)

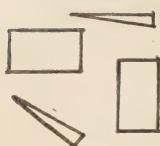


(4)



(5)

2.



(1)



(2)



(3)



(4)



(5)

3. Which two pieces will fit together to make the figure shown at the beginning of each question? Select the answer which names the two pieces you have chosen.



(1) a & b



(2) a & c



(3) c & d



(4) c & e

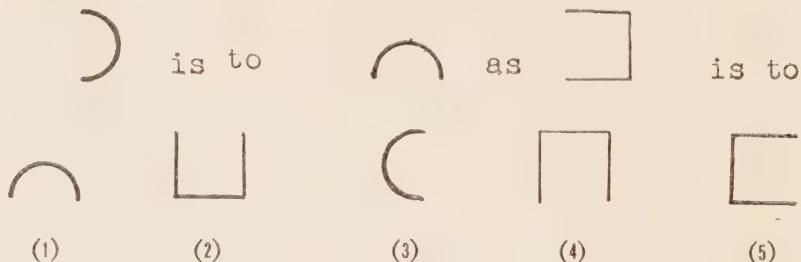


(5) d & e

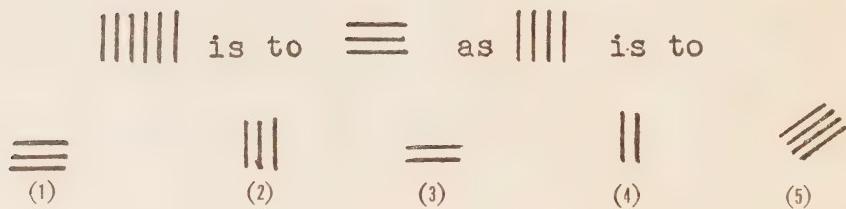
DIAGRAM ANALOGIES

Select the answer which has the required relationship.

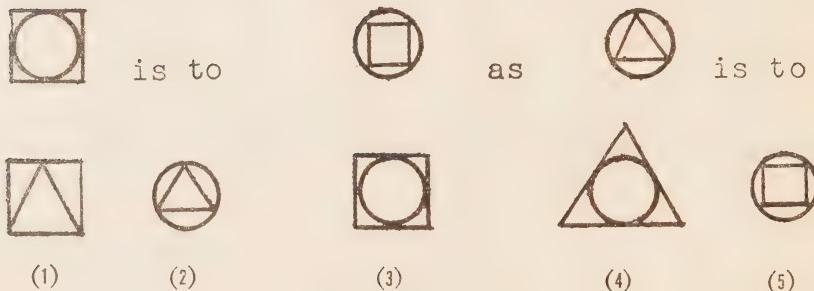
1.



2.



3.



TYPEWRITING

INSTRUCTIONS TO CANDIDATES: Set your typewriter for a 70-space line, and double space between lines. Indent paragraphs five spaces. Spell, punctuate and capitalize precisely as in the copy. Wait for the signal "START" and then keep on typing until the "STOP" signal is given. If you complete the extract before the stop signal is given, begin again.

Time: 10 minutes

Employers also seek to place workers so that training is matched with the requirements of the available jobs. The success of this depends upon the knowledge which the placement officer has of the needs of the position and of the background of the applicant.

It has long been recognized that the head of the organization or his personnel director, needs complete information about the occupation, which in turn involves an understanding of the duties performed, how and why they are carried out, and the skill and physical demands involved.

Insight is also desired into the capabilities of the individual applying for the work—an appreciation of his training, experience, interests, determination and ability to learn and to get along with other people. Based on such factors a good match can be effected, which is in the best interest of both employer and employee.

The necessary information on both these aspects of selection has been obtained in many ways. The methods used depend not only upon the size of the company, and the volume of its appointments, but also upon the personal inclinations of the hiring body. In some cases, the choice may be determined by a complete set of job analyses; in others, he may draw on the concepts gained by years of association with plant operations. For the assessment of applicants, complete physical examinations may be coupled with trade tests; whereas, the employer and his staff may rely solely upon interviews and an understanding of human nature.

SHORTHAND

Eighty Words per Minute

Time for dictation: 3 minutes

Dear Mr. Wilson:

I must apologize for not writing sooner to give you the information you requested when you called to see me/last month but we have been very busy mailing our annual financial statements to all our policyholders.

You mentioned that/you were planning a course to train office staff and asked me to let you know the type of girl/we required in each of our separate divisions. In the executive offices we prefer secretaries with a high grade of/intelligence and several years of business experience. In the legal division, stenographers who have had training in a law office are most acceptable. The accounting section is desirous of securing girls with an aptitude for figures and the ability to/set up balance sheets neatly, clearly and accurately. Employees with high scholastic standing and frequently with a university background are/very valuable for the statistics branch. While we have a few comptometer operators, there is little demand for

bookkeepers. Persons with teaching experience usually adapt themselves quickly to clerical work as they have good education and are dependable.

I have given you only a broad outline of our general requirements and if you feel you would like a list in greater detail, please advise me.

I hope that you will call at our office again when our Personnel Director is here as she would be very much interested in discussing with you some of the problems that have confronted her./

Yours sincerely,

SORTATION

Below are listed five "Sorting Frames" into which mail is sorted. In Frames 1, 2, 3, and 4 are listed the names of the places whose mail is sorted into each particular frame. Any mail which does not go into Frames 1, 2, 3, or 4 is placed in Frame 5 for re-sorting.

<i>Frame 1</i>	<i>Frame 2</i>	<i>Frame 3</i>	<i>Frame 4</i>	<i>Frame 5</i>
Garson	Gagnon	Hendrie	Lavigne	All places not
Campbell	Corman	Tweedie	Pender	listed in any one
Dryden	Barre	Doucet	Connors	of Frames 1, 2, 3,
McDiarmid	Fiset	Bernard	Lalonde	or 4 ✓

Select the frame into which the mail for each of the following places should be sorted.

(1) Gagnon

(2) Doucet

(3) Vancouver

NON-VERBAL EXAMINATION

This is a test to see what you know about tools and other things. In each case look at the picture on the left. Then decide which ONE of the four beside it BELONGS to it in some way.

Put an X completely through the one you choose.

EXAMPLES:

1.

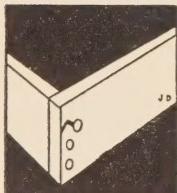


The man in the first picture is raking leaves so he should be using the *rake*.

An X has been put through the rake to show that this is the right answer.

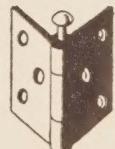
NOW DO THE NEXT TWO EXAMPLES:

2.



You should have put an X through the last picture because it shows the right way to hold a hammer.

3.



You should have put an X through the knob, because it is a part of the lock.

REMEMBER: In some questions you will be looking for *the right way to do something*; in others you will be looking for *the right tool to use*; and in others you will be looking for *a missing part or a part that belongs*.

3 1761 115511149



EDMOND CLOUTIER, C.M.G., O.A., D.S.P.
QUEEN'S PRINTER AND CONTROLLER OF STATIONERY
OTTAWA, 1958